Definitions and Instructions for Completion of Form FS-4731-C, October 2005 Free Eligible Counts For Public School Buildings and Residential Child Care Institutions (RCCIs)

Due Date: April 27, 2006

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Part 1:   **Adjusted Count of Membership Pupils Eligible for Free Breakfast, Lunch, or Milk Educated in Public School Buildings**

Section 31a

Adjust the October 31, 2005, free application count submitted on Form SM-4012 (Column c) as follows:
Note: October counts listed in Column c cannot be increased unless Form SM-4012 is adjusted with the Michigan Department of Education, Food & Nutrition Unit. Upward adjustments after December 31st are only allowed once every three years. Downward adjustments are allowed anytime, but are not necessary if the counts given reflect the accurate counts for the month of October, even if the current count is now lower.

1. Deduct preschool children (Column d);
    *Definition: A preschool pupil is a student who is **not yet** enrolled in kindergarten and is **not counted** as a membership pupil for State Aid purposes.*
2. Deduct adult education participants (Column e)
    (alternative education <u>pupils</u> should not be deducted);
    Definition: An adult education participant is an individual who is enrolled and attending an Adult Basic Education program, English as a Second Language program, a General Education Development Test Preparation program, a Job or Employment Related program, or a High School Completion program and is not counted as a membership pupil for State Aid purposes.
3. Deduct non-membership pupils (Column f);
    Definition: Deduct non-membership pupils. (e.g., special education pupils in intermediate school district membership)
4. Total the deductions in Columns d, e, and f and enter in Column g.
5. Subtract Column g from Column c and enter in Column h.
    (if Column g is zero, enter number in Column c in Column h.)

Section 32d

Indicate the grade span in each school listed on the form in Column i. Using the adjusted free breakfast, lunch, or milk eligible count given in Column h, indicate the number of pupils in grades 1-5 in Column j. This count will be used for the Michigan School Readiness Program (Section 32d) allocation.
Definition: Please confirm that you have entered only the number of children in grades 1-5 eligible for free lunch. Children in Preschool, Kindergarten or in Grades 6-12 should NOT be included in this count.

Part 2:   **Adjusted Count of Membership Pupils Eligible for Free Breakfast, Lunch, or Milk Educated in Residential Child Care Institutions**
If your district has any membership pupils who are educated in residential child care institutions and are eligible for free breakfast, lunch, or milk, list each institution (Column b), its site agreement number (Column a) and its October 2005 free application count (Column c) in Part 2. Refer to the list of residential child care institutions and counts. Make any adjustments needed for Section 31a and complete the information for Section 32d according to the instructions in Part 1. <u>Do not include pupils from residential institutions who attend public schools in Part 2, since they are already included in the counts in Part 1.</u>

If Part 2 <u>does not apply</u> to your district, please <u>do not</u> complete.

Memorandum and enclosures are available at: <u>http://www.michigan.gov/osi.</u>
Select "October 2005 Free Eligible Counts."

Michigan Electronic Grants System (MEGS)

To confirm and adjust your October 2005 free eligible counts please follow the procedures given below:

1. Open **Internet Explorer** and go to the following website: http://www.michigan.gov/meis.
2. Scroll down to **"Michigan Electronic Grants System (MEGS)"** and click on **"Log into MEGS."**
   a. At the "Welcome" screen, if desired, assign Level 4 security to designated staff by clicking *Application Security Level(s)* under *Maintain MEGS Accounts*.
   b. Find the person's name in the "Contact" picklist at the top of the screen and select it.
      i. If the person you want to have security does not appear in the "Contact" picklist, "Return to Previous Page" and click on "Add Users to MEGS". Enter the "MEIS Account Number" of the person you wish to add to MEGS and click "Verify."
      ii. Return to the "Main Menu" and click on *Application Security Level(s)*. Now the person you wish to give security to should be in the "Contact" picklist.
   c. Scroll down to the *Funding Source Category*, "October Free Eligible Counts," and select "Level 4 (Application Administrator)" from the dropdown box under *Application Security Levels*. Enter today's date in the *Date Begin* box.
   d. Click "Save" when done and click "Return to Previous Page."
3. To initiate the application, at the "Welcome" screen just under the welcome message, select *October Free Eligible Counts (FY-2006)*, from the *Initiate Application* dropdown box, then click on *Apply for a New Grant*.
   a. If a message appears stating that "There are no new grants," someone has already initiated the *October Free Eligible Counts application.*
      i. Scroll down the screen and check for the current year application. Each application is given a name and an application number. The prefix of the application number represents the fiscal year, (e.g. 0304 means Fiscal Year 2003-04, 0405 means Fiscal Year 2004-05, etc.) Also, each fiscal year is given a new color for easier identification; 2003-04 is green, 2004-05 is red, 2005-06 is blue, etc.
      ii. The *Status* of the application is also listed along with the application number and name. "Application in Progress" means that someone has initiated the application but has not completed it; "Application Submitted" means that it has been forwarded to MDE for review and "Program Office Review Complete" means that MDE has approved it.
      iii. Once an application has been initiated for a given year, its title disappears from the *Initiate Application* dropdown box. From this point forward, to work on the application you must click on the "View/Edit" button for the appropriate application.
   b. If no dropdown box appears under *Initiate Application*, you do not have Level 4 or Level 5 security and must go to someone who does to have the application initiated.
4. **At any point in the application process, clicking *Help* at the top or bottom of any screen will provide more detailed information or instructions.**
5. If you have not already done so, click on the "View/Edit" button for the appropriate application.
   a. "View/Edit" takes you to the first page of the application. This page is called the "Application Menu" because it contains links to all other pages of the application. By returning to the "Application Menu" after each process, you are able to see all other page options that are available to you. It can be of help to you when navigating from page-to-page. Also, the "Submit Application" button is only visible on this page.
6. Under the *Management Activities* section, click on <u>Control Access to the Application</u> to assign a *Main Contact* for this application.

7. Under the *Program Information* section, click on <u>*Part 1: October 2005 Free Eligible Counts for*</u> <u>*Public School Buildings*</u> to confirm your October free breakfast, lunch and milk eligible counts. **Please keep in mind that this form collects only information regarding the number of students eligible for *free* breakfast, lunch or milk. Counts for students eligible for *reduced-price* breakfast, lunch and milk are not submitted on this form.**
    a. Enter deductions and complete grade span and grade 1-5 information for each building by either clicking in the appropriate cell or using the tab key to navigate to all buildings.
    b. To avoid losing data, use the *Save* button occasionally. It is possible to edit or add data after the initial *Save* process, just remember to *Save* when all data is finalized.
    c. If any school building that houses eligible children is missing from the list, please contact the Michigan Department of Education (MDE) regarding adding that building to your list of eligible school buildings.
8. If your district has any membership pupils who are educated in residential child care institutions and are eligible for free breakfast, lunch, or milk, click on *Available RCCI(s)* in the *General Information* section of the *Application Menu*. If an institution is not on the RCCI list and your district has membership pupils educated at the site, please contact the MDE regarding adding that institution to your list of eligible school buildings.
    a. After identifying the appropriate RCCI(s) by Site Agreement Number, return to the *Application Menu* and click on *Add/Review Child Care Institutions,* then click on the *Add a RCCI* button. Follow the on-screen instructions to add or remove RCCI(s).
    b. Return to the *Program Information* section of the *Application Menu* and click on <u>*Part 2:*</u> <u>*October 2005 Free Eligible Counts for Residential Child Care Institutions (RCCI)*</u>. The appropriate RCCI(s) should be listed on the Part 2.
        i. Enter deductions and complete grade span and grade 1-5 information for each building by either clicking in the appropriate cell or using the tab key to navigate to all buildings.
        ii. To avoid losing data, use the *Save* button occasionally. It is possible to edit or add data after the initial *Save* process, just remember to *Save* when all data is finalized.
9. Return to the *Application Menu* and click on *Errors* at the top or bottom of the screen. MEGS will identify any errors in the application. Return to the appropriate pages and make corrections or complete data.
10. Return to the *Application Menu* and *View a PDF of this Application* from the *Management Activities* section. Print a copy for your records.
11. Return to the *Application Menu* and click on the *Submit Application* button, if you have Level 5 security. If you do not have Level 5 security, please contact someone in your district who does and have them submit the application.